



State of Utah  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF WATER RIGHTS

Michael O. Leavitt  
Governor  
Robert L. Morgan  
Executive Director  
Jerry D. Olds  
State Engineer

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January 21, 2003

Bryan Smith  
P.O. Box 72  
Tridell, UT 84076

Dear Bryan:

Re: Commissioner Report

In an effort to standardize the commissioner's report format for all the water distribution systems across the state, we have developed guidelines to help with the annual reporting of water distribution data. Attached, please find a copy of the Commissioner Report's Standard format. I hope this guideline will assist you in developing the 2002 Annual Water Distribution Report for the **Deep Creek System**.

Please be advised that the annual reports of all the distribution systems are available at the Division of Water Rights to the general public. These records are invaluable in determining the water use patterns and historical practices in each area of the state. This information is often very helpful in resolving distribution questions (especially if there is a new commissioner on the system) and it is important in resolving lawsuits. It is also used by engineers or water planners in formulating or developing improvement projects.

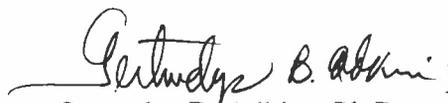
Providing this information is one of the main responsibilities both of the water commissioners and the Division of Water Rights. We receive requests on a weekly and sometimes daily basis to answer questions based on this information. As water issues become more complex, the data you collect becomes more and more important. Therefore, it is critical that the data be as accurate as possible and that it is submitted to the division in a timely manner.

Most commissioners submit the annual reports before or at the annual meeting with the distribution system. We encourage all commissioners to meet this schedule where possible, however at the latest, the reports should be received in our office by April 30 of each year.

I want to commend you and thank you for your dedicated efforts of past years to make the distribution of water as fair and as consistent as possible. It appears this will be a water short year again in many areas of the state. Especially in years like this, your work provides stability necessary for a successful irrigation season.

If you need further assistance in preparing the report or if you have any questions regarding the enclosed material, please give me a call at 538-7384 or email to gertrudysadkins@utah.gov.

Sincerely,

  
Gertrudys B. Adkins, Ph.D.  
Distribution Engineer

**COMMISSIONER REPORTS  
STANDARD FORMAT FOR WATER DISTRIBUTION REPORTS**

1. Cover Page
2. Letter of Submittal to State Engineer
3. Acknowledgment (optional)
4. Table of Contents  
Include major heading and page numbers of where the subjects are located.
5. Minutes of Annual Meeting  
Minutes of the annual meeting as well as the minutes from other important meetings held during the year should be included in the report.
6. Financial Report  
(Provided by the Division of Water Rights)
7. Summary of Water Diverted for the Year by each Diversion Name
8. Streamflow and Storage Records --- Records of daily streamflow (cfs) and storage for the irrigation season, should be included in the report on the form provided (Daily Discharge Form) or computer generated form. Use one form for each surface water diversion.
9. Distribution System Status --- Describe problems, decisions, and solutions which arose during the year. This section could also be used to describe diversion structures and measuring devices used in the system (Use form provided in the back of the Daily Discharge Sheet or computer generated sheets).
10. Appendix- Include graphs, charts, tables, or any other type of information not covered above which the commissioner feels is important.